

BOARD OF LICENSED PROFESSIONAL COUNSELORS  
MARRIAGE AND FAMILY THERAPISTS AND  
SUBSTANCE ABUSE PROFESSIONALS  
REGULATIONS 18 VAC 115-50-10 et seq.

**COMMONWEALTH OF VIRGINIA**

**DEPARTMENT OF HEALTH PROFESSIONS**

**BOARD OF LICENSED PROFESSIONAL COUNSELORS,  
MARRIAGE AND FAMILY THERAPISTS AND SUBSTANCE ABUSE  
PROFESSIONALS**

**TITLE OF REGULATIONS: 18 VAC 115-50-10 et seq.**

**REGULATIONS GOVERNING THE PRACTICE OF MARRIAGE AND  
FAMILY THERAPY**

**STATUTORY AUTHORITY: §§ 54.1-2400 and 54.1-3500 et seq. of the  
Code of Virginia**

**Final Regulation**

**Adopted February 18, 2000**

**18 VAC 115-50-20. Fees.**

A. The board has established fees for the following:

<del>1.</del> Registration of supervision.....	<del>\$20</del> <u>\$50</u>
<del>2.</del> <del>Application processing</del> .....	<del>\$50</del>
<u>Add or change supervisor.....</u>	<u>\$25</u>
<u>Initial licensure by examination: Processing and initial licensure .....</u>	<u>\$ 140</u>
<u>Initial licensure by endorsement: processing and initial licensure.....</u>	<u>\$140</u>
<del>3.</del> <del>Biennial</del> <u>Annual</u> license renewal .....	<del>\$75</del> <u>\$105</u>
<del>4.</del> Penalty for late renewal .....	<del>\$10</del> <u>\$35</u>
<u>Reinstatement of a lapsed license.....</u>	<u>\$165</u>
<del>5.</del> Verification of license to another jurisdiction.....	<del>\$10</del> <u>\$25</u>
<del>6.</del> Additional or replacement licenses .....	<del>\$15</del> <u>\$5</u>
<del>7.</del> Additional or replacement wall certificates .....	<del>\$15</del>
<del>8.</del> Returned check.....	<del>\$15</del> <u>\$25</u>
<u>Reinstatement following revocation or suspension.....</u>	<u>\$500</u>

B. Fees shall be paid ~~by check or money order made payable to the Treasurer of Virginia~~  
~~and forwarded~~ to the board or its contractor or both in appropriate amounts as specified

in the application instructions. All fees are non-refundable.

- C. Examination fees shall be ~~paid directly to the examination service according to its requirements~~ determined and made payable as determined by the board.

**18 VAC 115-50-30. Application for licensure by examination.**

Every applicant for examination for licensure by the board shall:

1. Meet the education and experience requirements prescribed in 18 VAC 115-50-50, 18 VAC 115-50-55 and 18 VAC 115-50-60.
2. Submit to the board office in one package, the following items, not less than 90 days prior to the date of the examination:
  - a. A completed application;
  - b. The application processing and initial licensure fee prescribed in 18 VAC 115-50-20;

- c. Documentation, on the appropriate forms, of the successful completion of the residency requirements of 18 VAC 115-50-60 along with documentation of the supervisor's out-of-state license where applicable;
- d. Official transcript or transcripts in the original sealed envelope with the registrar's signature across the sealed envelope flap submitted from the appropriate institutions of higher education directly to the applicant, verifying satisfactory completion of the education requirements set forth in 18 VAC 115-50-50 and 18 VAC 115-50-55. Previously submitted transcripts for registration of supervision do not have to be resubmitted; and
- e. Verification, on a board-approved form that any out-of-state license, certification or registration is in good standing.

**18 VAC 115-50-40. Application for licensure by endorsement.**

Every applicant for licensure by endorsement shall submit in one package:

- 1. A completed application;

2. The application processing and initial licensure fee prescribed in 18 VAC 115-50-20; and

3. Documentation of licensure as follows:

- a. Documentation of a current marriage and family therapy license in good standing obtained by standards substantially equivalent to those outlined in 18 VAC 115-50-50, 18 VAC 115-50-55, 18 VAC 115-50-60 and 18 VAC 115-50-70 as verified by a current official transcript and certified copy of the original application materials; or
- b. If currently holding an unrestricted license as a professional counselor in Virginia, documentation of successful completion of the requirements set forth in 18 VAC 115-50-50, 18 VAC 115-50-55 and 18 VAC 115-50-60; or

**18 VAC 115-50-90. ~~Biennial~~ Annual renewal of license.**

- A. All licensees shall renew licenses on or before June 30 of each ~~odd-number~~ year.

1. A license renewal application supplied by the board; and
  2. The renewal fee prescribed in 18 VAC 115-50-20.
- B. Failure to receive a renewal notice from the board shall not relieve the license holder from the renewal requirement.
- C. Licensees shall provide the board with official documentation of a legal name change and written notification of address changes within 90 days of such change.

**18 VAC 115-50-100. Late renewal, reinstatement.**

- A. An individual whose license has expired may renew it within ~~five years~~ one year after its expiration date by paying the penalty fee prescribed in 18 VAC 115-50-20 as well as the license fee prescribed for ~~each renewal~~ the period the license was not renewed.
- B. An individual seeking reinstatement of a license ~~five years~~ one year or more after its expiration date must ~~reapply according to the requirements of the regulations in effect at that time~~ apply for reinstatement, pay the reinstatement fee and submit evidence regarding the continued ability to perform the functions within the scope of practice of the license.

**18 VAC 115-50-130. Reinstatement following disciplinary action**

A. Any person whose license has been revoked, suspended or denied renewal by the board under the provisions of 18 VAC 115-20-140 may, two years subsequent to such board action, submit a new application for reinstatement of licensure.

B. The board in its discretion may, after a hearing, grant the reinstatement sought in subsection A of this section.

C. The applicant for such reinstatement, if approved, shall be licensed upon payment of the appropriate fee applicable at the time of reinstatement.

*I certify that this regulation is full, true and correctly dated.*

\_\_\_\_\_  
Evelyn B. Brown, Executive Director

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Date